

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 36-0027**

1 OCTOBER 1999

Personnel

MILITARY EQUAL OPPORTUNITY (WING)

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This Checklist reflects Command requirements for Military Equal offices to prepare for and conduct internal reviews.

1. References have been provided for each item. Items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
2. This publication establishes a baseline checklist. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's operational capability.

BOBBIE GERVAIS, Colonel, USAF
Director of Personnel

Attachment 1

MILITARY EQUAL OPPORTUNITY PROGRAM (WING)

Table A1.1. Checklist.

MISSION STATEMENT: To improve mission effectiveness by promoting an environment free from personal, social, or institutional barriers that prevent Air Force members from rising to the highest level of responsibility possible based on their individual merit, fitness, and capability. NOTE: All references are from AFI 36-2706 unless otherwise indicated.			
1. MILITARY EQUAL OPPORTUNITY (MEO) MANAGEMENT (CRITICAL ITEMS)	YES	NO	N/A
1.1. Does the MEO staff inform commanders of problems that may adversely affect members' behavior, health, duty performance or mission? (para 2.2.1)			
1.2. Does the MEO staff establish Unit Continuity Folders for units with more than 50 military personnel? (para 2.7.1)			
1.3. Does each unit continuity folder have the last two Unit Climate Assessment visits? (para 2.7.1)			
1.4. Does the continuity folder have Key Personnel Briefings? (para 2.7.1)			
1.4.1. Does each continuity folder have AF Form 3969, Commander's Unit Climate Assessment Critique? (para 2.7.1)			
2. EOT INCIDENT REPORTS (CRITICAL ITEMS)	YES	NO	N/A
2.1. Are human relations incidents reported to higher headquarters? (para 4.8)			
2.2. Are follow-up messages sent to the MAJCOM Assistant for Military Equal Opportunity every 30 days until final action? (para 4.8.4)			
3. FORMAL EOT COMPLAINT MANAGEMENT (CRITICAL ITEMS)	YES	NO	N/A
3.1. Are "E" and "R" formal complaints documented on the AF Form 1587? (para 4.16)			
3.2. Are "E" and "R" complaint clarifications processed? (para 4.18 through para 4.31 and table 4.1)			
3.3. Are non-discrimination issues documented on AF Forms 1271? (para 4.14)			
3.4. Are informal complaints documented on the AF Form 1587-1 and processed? (para 4.35)			
4. MEO EDUCATION (CRITICAL ITEMS)	YES	NO	N/A
4.1. Does the Chief, MEO approve <i>all</i> MEO lesson plans before implementation? (para 2.21.3)			
4.2. Does the Chief, MEO evaluate <i>every</i> education class of each instructor annually? (para 4.2.8)			

4.3. Have all MEO instructors completed Defense Equal Opportunity Management Institute training? (para 2.21.2)			
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